



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-MICHIGAN
44370 N. Jefferson
Selfridge, Michigan 48045-4941

ANNOUNCEMENT NUMBER 25-05

SUMMER - FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: April 5, 2005
CLOSES: April 21, 2005

TITLE: FACILITIES OPERATOR, NF-0301-01
AGENCY: U.S. Army Garrison-Michigan (SANG)
LOCATION: MWR FUND- **Library**
Selfridge ANG Base, MI 48045
SALARY RANGE: \$5.15 - \$12.18 PH

DUTIES: Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects. Job may require work in various facilities depending on requirements as determined by customer demand or programmed activities. Opens and or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected; safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use. Conducts surveillance of total facility and reports any unusual findings to supervisor. Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies, and facility area. Performs self-help maintenance on facility and equipment. Polices interior and exterior areas of building and grounds and performs general housekeeping duties.

CONDITION OF EMPLOYMENT: Applicants must be able to obtain and maintain a favorable National Agency Check. Must have and retain a valid driver's license. Electronic Transfer of Funds (EFT) for paycheck is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below who is above the age of 18 years (due to mandated State Law and Federal Policy regarding unfiltered internet access).

QUALIFICATION REQUIREMENTS: No experience required.

HOW TO APPLY: 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **25-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders.

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Human Resource Office
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE
BASIS.